

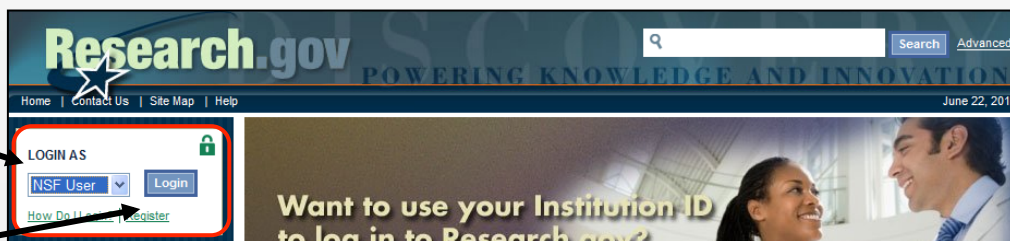
The Award Cash Management Service (ACM\$) is a new approach to award payments and post-award financial processes which will transition financial processing of award payments from the current “pooling” method to submission of award level payment amounts each time funds are requested. Customers will access ACM\$ through Research.gov starting in 2013.



Access the Award Cash Management Service

Financial users can access the ACM\$ by logging in to www.Research.gov. To login to Research.gov, complete the following steps:

1. On the Research.gov homepage, select **NSF User** from the Login drop down menu.



2. Click Login.

3. Enter your Last Name, NSF ID, and Password.

NSF User Login

Rules of Behavior

This Government Computer System is provided as a public service by the National Science Foundation. It is intended for use by the public for viewing, submission and retrieval of authorized information only. All usage of information retrieved from this Computer System should follow the guidelines in Computer Fraud and Abuse Act of 1986. Unauthorized attempts to upload information, change or access information on this service are strictly prohibited and may be punishable under the Computer Fraud and Abuse Act of 1986. Usage may be monitored.

By logging in, you are accepting the rules above.

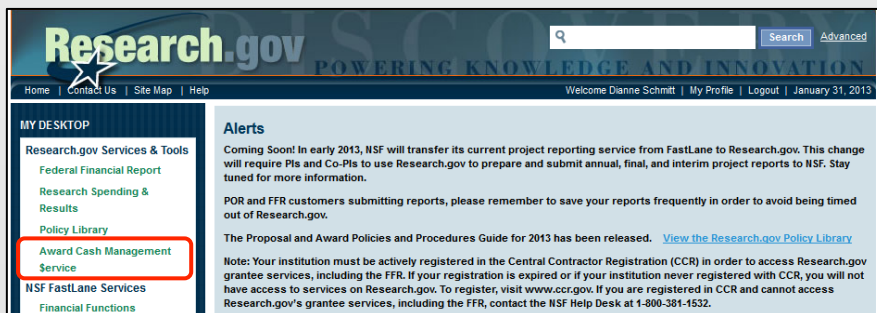
Last Name:

NSF ID: [Forgot My NSF ID](#)

Password: [Forgot My Password](#)

4. Click Login.


5. Click **Award Cash Management Service** from the left-hand navigation.





Review your Organization Summary Page

The Organization Summary Page shows transactions requiring attention; the links for submitting new transactions or searching for transactions or awards; and transaction status lists for draft transactions, transactions awaiting certification, and transactions received by NSF.



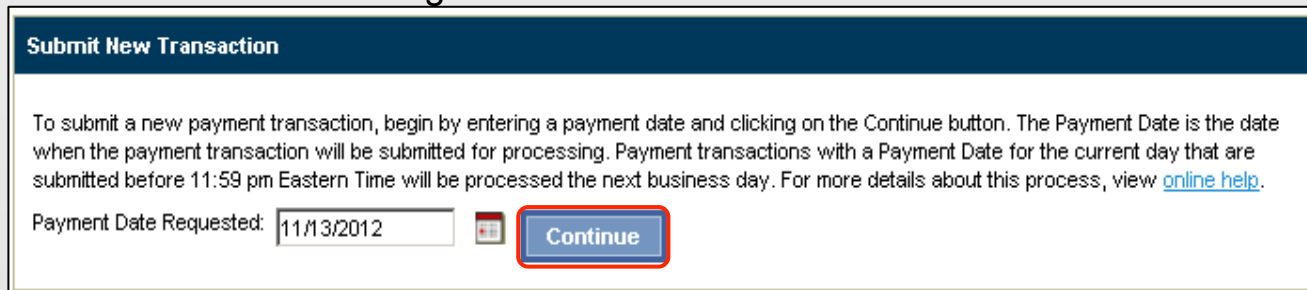
The screenshot shows the Research.gov website interface. The header includes the Research.gov logo and the tagline "POWERING KNOWLEDGE AND INNOVATION". The navigation bar includes links for "Return to Research.gov Home", "Contact Us", and "ACM\$ Help". The user is logged in as Denise A. Connour on November 23, 2012. The main content area is titled "Award Cash Management Service (ACM\$)" and "Organization Summary". It displays the organization name and ID, with links to "View Open Awards" and "View Recently Closed Awards". A green box highlights transactions requiring attention: 8 draft transactions, 2 transactions awaiting certification, and 2 received transactions. The "Submit New Transaction" section provides instructions and a form with a "Payment Date Requested" field set to 11/23/2012 and a "Continue" button. The "Search for Transaction or Award" section includes links for "Quick Search", "Advanced Transaction Search", and "Advanced Award Search", with input fields for Transaction ID, Disbursement Number, and Transaction Status.



Create a Payment Transaction

1.

Awardee preparers can navigate to the Submit New Transaction box. Enter a payment date and click Continue. Current date is default or can be changed to future date for warehousing.



The close-up shows the "Submit New Transaction" box. It contains instructions: "To submit a new payment transaction, begin by entering a payment date and clicking on the Continue button. The Payment Date is the date when the payment transaction will be submitted for processing. Payment transactions with a Payment Date for the current day that are submitted before 11:59 pm Eastern Time will be processed the next business day. For more details about this process, view [online help](#)." Below the instructions is a form with a "Payment Date Requested" field set to 11/13/2012 and a "Continue" button highlighted with a red border.

Note: The Submit New Transaction box will only appear when you are logged in as a Preparer.



Create a Payment Transaction

2 To create a payment transaction, for open awards click **Payments** tab.

Step 1. Payments

Step 2. Adjustments

Step 3. Review

3. Enter a payment amount in the Payment Amount Requested field for one or more Federal Award IDs. You can also click on the Upload/Download button to use the MS Excel or XML (XLS, XLSX) processes. Amounts can be +/- dollars & cents.

Step 1. Payments
Step 2. Adjustments
Step 3. Review

Payment requests can be entered manually (line by line for each award) or uploaded as MS Excel or XML files. We recommend the upload process for requests containing more than 25 awards. To begin the upload process, click "Upload/Download".

To enter payment requests manually, enter the Payment Amount Requested for an award listed below. You may optionally enter the Recipient Account Number for the award. NSF will retain the Recipient Account Number and prepopulate it for future requests.

If you are requesting that the award be financially closed earlier than its scheduled close date, check the "Final Flag" indicator.

Additionally, if you would like to edit the list of the awards displayed on the screen, click "Edit Award List". This may be helpful if you have a high number of awards, but only need to request funds for a few of those awards.

For more details about the payment request process, view [online help](#).

Show per page Filter: ★ [New awards](#) * [Thresholds applied](#) ** [Payment outstanding](#) [Clear Filter](#)

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| Federal Award ID | Recipient Account Number | PI/PO Name | From | To | Total Federal Funds Authorized | Previous Cumulative Cash Disbursements | Net Available Funds | Payment Amount Requested | Expected Close Date | Final Flag |
|----------------------------------|--|----------------------------|----------------------|--------------------|--|--|-------------------------------------|--|-------------------------------------|----------------------------|
| | | | | | | | | | | |

4. Click Save.

Save

Discard Changes

Delete

▪ The Payment Transaction has been saved.

Or click Adjustments tab to financially closed awards.



Make an Adjustment Request to a Closed Award

1. To make an adjustment request to a closed award, click on the **Adjustments Tab**.

Note: Users can also access a list of closed awards by clicking on the "View Recently Closed Awards" link on the Organization Summary Page or by completing an Advance Award Search and setting the Award Status filter to "Closed".

2. Enter the Federal Award ID for each closed award you want to adjust and click Validate Awards. You may enter up to 5 awards for validation.

Note: You must enter a justification in order to complete an adjustment.

Note: The Federal Award must be financially closed to be adjusted and the expenses must have been incurred during the life of the award.

3. Once a Federal Award ID is validated, the amount available for upward adjustment and downward adjustment will display, as well as eligible, ineligible and downward. Enter the adjustment amount into the Adjustment Requested field. A positive amount represents an upward adjustment. A negative amount represents a downward adjustment.

| Federal Award ID | Financial Closed Date | Previous Cumulative Cash Disbursement | Balance Available for Upward Adjustment | Balance Available for Downward Adjustment | Adjustment Eligibility Status | Adjustment Requested |
|----------------------------------|---------------------------------------|---|---|---|---|--------------------------------------|
| <input type="checkbox"/> | | | | | | |
| <input type="checkbox"/> | | | | | | |
| <input type="checkbox"/> | | | | | | |
| <input type="checkbox"/> | | | | | | |
| <input type="checkbox"/> | | | | | | |

4. Click Save.

Step 1. Payments

Step 2. Adjustments

Step 3. Review

Step 1. Payments

Step 2. Adjustments

Step 3. Review

To enter adjustment requests, enter the Federal Award ID for each financially closed award included in the request and click "Validate Awards". Once the award is validated, ACMIS will display the financial information for the award.

Enter the Adjustment Requested amount for each award. This amount will be positive to increase award expenses and initiate a payment or negative to decrease award expenses.

To remove any awards from the adjustment request, select checkboxes next to awards you would like to remove from the request and click "Remove Selected". For more details about the adjustment request process, view [online help](#).

Users must provide a brief justification in order to enter adjustment(s) to closed awards. The justification should describe in brief general terms the reasons for the adjustment(s). A single justification can be used for multiple awards.

Justification

Filter: * [Thresholds applied](#) ** [Payment outstanding](#) [Clear Filter](#)

| Federal Award ID | Financial Closed Date | Previous Cumulative Cash Disbursement | Balance Available for Upward Adjustment | Balance Available for Downward Adjustment | Adjustment Eligibility Status | Adjustment Requested |
|----------------------------------|---------------------------------------|---|---|---|---|--------------------------------------|
| <input type="checkbox"/> | | | | | | |
| <input type="checkbox"/> | | | | | | |
| <input type="checkbox"/> | | | | | | |
| <input type="checkbox"/> | | | | | | |
| <input type="checkbox"/> | | | | | | |

Totals: \$0.00 \$0.00 \$0.00 \$0.00



Review and Forward Payment Transactions

To review and forward a payment transaction for certification:

1. Click on the **Review Tab**.

| | | |
|------------------|---------------------|-----------------------|
| Step 1. Payments | Step 2. Adjustments | Step 3. Review |
|------------------|---------------------|-----------------------|

2. If desired, provide a comment on the transaction.

Note: Comments will remain internal to your organization and are not visible to the National Science Foundation.

| | |
|---|-------------------|
| Transaction Information | |
| Total # of Awards: 591 | Date Prepared: |
| Transaction Status: Draft | Prepared by: |
| | Email Address: |
| | Telephone Number: |
| Payment Information | |
| Payment Amount Requested Total (Open Awards) = \$0.00 | |
| Adjustment Requested Total (Closed Awards) = (\$2,000.00) | |
| Payment Transaction Total = (\$2,000.00) | |
| Internal Comments | |
| <div></div> | |

3. If desired, provide remarks on the transaction.

Note: The National Science Foundation will be able to view remarks added by the Preparer.

| |
|---|
| Remarks |
| Awardees should use this section to explain fully any adjustments resulting from an audit, investigation, or internal review or to provide information to NSF that may clarify items or issues that are related to submission of the payment transaction. |
| <div></div> |
| <div></div> |
| Forward for Certification |

4. Click **Forward for Certification** to complete.



Certify a Payment Transaction

To certify a payment transaction, complete the following steps after logging into Research.gov as a Certifier and selecting the ACM\$ link:

1. From the Organization Summary Screen scroll down to the Awaiting Awardee Certification box.
2. Select the Transaction ID number of the transaction you would like to certify.

| Awaiting Awardee Certification View All Awaiting Certification | | | | | | |
|--|----------------------------------|--------------------------------|--------------------------|----------------------------------|-------------------------------|---------------------------|
| <u>Transaction ID</u> | <u>Date Certified / Prepared</u> | <u>Certified / Prepared by</u> | <u>Total # of Awards</u> | <u>Payment Transaction Total</u> | <u>Payment Date Requested</u> | <u>Transaction Status</u> |
| 85 | | | 1 | \$4.00 | | Awaiting Certification |

3. Review the transaction and, if desired, provide comments and/or remarks.

Payments

Adjustments

Review

Transaction Information

Total # of Awards: 1

Date Prepared:

Transaction Status: Awaiting Certification

Prepared by:

Email Address:

Telephone Number:

Date Certified:

Certified By:

Email Address:

Telephone Number:

Payment Information

Payment Amount Requested Total (Open Awards) = \$4.00

Adjustment Requested Total (Closed Awards) = \$0.00

Payment Transaction Total = \$4.00

Internal Comments



Certify a Payment Transaction

4.

Once you are satisfied with your review and ready to submit, check the certify box and then click Certify & Submit Transaction.

Certification
☐ I, **Jon Doe** certify:
(A) That to the best of my knowledge and belief, this request is true in all respects and that all disbursements have been made or will be made within 3 days of this request for the purposes and conditions (including cost-sharing requirements as stated in the NSF grant policy manual) of the awards
(B) That final closeout disbursements have been reported on all grants that expired prior to the beginnings of this reporting quarter except for awards I have identified
(C) Under penalties of perjury a willful false certification is a criminal offense, 18 U.S.C. 1001.

Note: Clicking “Reject Transaction” will send the Transaction back to Draft Status.



Edit a Draft Payment Transaction

To edit a draft payment transaction, complete the following steps after logging into Research.gov as a Preparer and selecting the ACM\$ link:

1. On the ACM\$ Organization Summary Page, scroll down to Draft Transactions.

| Draft Transactions | | View All Drafts |
|---------------------------|------------------------|---------------------------------|
| <u>Transaction ID</u> | <u>Date Last Saved</u> | <u>Saved by</u> |
| 84 | | |

2. Select the Transaction ID number that you want to edit.

| Draft Transactions | |
|---------------------------|--|
| <u>Transaction ID</u> | |
| 84 | |

3. You will then go to the Step 1 of the payment transaction process which will display the draft transaction.

Save

Discard Changes

Delete

Step 1. Payments

Step 2. Adjustments

Step 3. Review

Payment requests can be entered manually (line by line for each award) or uploaded as MS Excel or XML files. We recommend the upload process for requests containing more than 25 awards. To begin the upload process, click "Upload/Download".

To enter payment requests manually, enter the Payment Amount Requested for an award listed below. You may optionally enter the Recipient Account Number for the award. NSF will retain the Recipient Account Number and prepopulate it for future requests.

If you are requesting that the award be financially closed earlier than its scheduled close date, check the "Final Flag" indicator.

Additionally, if you would like to edit the list of the awards displayed on the screen, click "Edit Award List". This may be helpful if you have a high number of awards, but only need to request funds for a few of those awards.

For more details about the payment request process, view [online help](#).

Edit Awards List

Upload/Download

Show per page

Filter: ★ [New awards](#) * [Thresholds applied](#) ** [Payment outstanding](#) [Clear Filter](#)

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| Federal Award ID | Recipient Account Number | PI/ID Name | From | To | Total Federal Funds Authorized | Previous Cumulative Cash Disbursements | Net Available Funds | Payment Amount Requested | Expected Close Date | Final Flag |
|----------------------------------|--|----------------------------|----------------------|--------------------|--|--|-------------------------------------|--|-------------------------------------|----------------------------|
| | | | | | | | | | | |



Search for Payment Transactions and Awards

To search for payment transactions and awards, complete the following steps after logging into Research.gov and selecting the ACM\$ link:

1. Enter a Transaction ID or Federal Award ID and click Search to perform a Quick Search.

Search for Transaction or Award

Quick Search | [Advanced Transaction Search](#) | [Advanced Award Search](#)

Transaction ID: - OR - Disbursement Number:

Transaction Status:

Federal Award ID:

2. You can also search for an ACM\$ originated payment transaction or award level payment information by clicking on the Advanced Search links:

Search for Transaction or Award

Quick Search | [Advanced Transaction Search](#) | [Advanced Award Search](#)

Transaction ID: - OR - Disbursement Number:

Transaction Status:

Federal Award ID: